

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
March 26, 2025
Poulsbo Fire Department
Poulsbo, WA

REPRESENTATIVES IN ATTENDANCE:

David Ellingson	Commissioner	Jim Ingalls	Commissioner
Jeff Uberuaga	Commissioner	William Whiteley	Commissioner
Darryl Milton	Commissioner	Jim Gillard	Fire Chief
Shane Anderson	Deputy Chief (DC)	Amy Strzalka	Finance Director (FD)
Carissa Robideaux	Administrative Specialist (AS)		

Call to order: Meeting was called to order by Commissioner Milton at 4:00 p.m.

Approval of agenda:

Commissioner Ellingson moved to approve the 03/26/2025 agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 03/26/2025 agenda. Passed.

Public Comment: None in attendance.

Executive Session: None Requested

Action Items:

1. **Consent Agenda:** All matters listed within the Consent Agenda have been distributed to each member of the Commission for reading and study, are considered routine, and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by a Commission Member or by citizen request.
 - a. March 12, 2025 Regular Meeting Minutes
 - b. Vouchers
 - c. Department Payroll (March 2025)

Commissioner Whiteley moved to approve the 03/26/2025 Consent Agenda. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to approve the 03/26/2025 Consent Agenda. Passed.

2. **Commissioner Payroll (March 2025):** Commissioner Whiteley discussed the March 2025 Commissioner Payroll totaling \$3,703.00.

Commissioner Whiteley moved to approve the March 2025 Commissioner Payroll in the amount of \$3,703.00. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the March 2025 Commissioner Payroll in the amount of \$3,703.00. Passed.

3. **Health Reimbursement Arrangement (HRA) Cashout Memorandum of Understanding (MOU):** Chief Gillard summarized the draft MOU included in the agenda packet, stating the Union has reviewed and shown support for the draft MOU, which is now ready for the Board's adoption.

Commissioner Ellingson moved to authorize Chief Gillard to sign and implement the MOU regarding the Health Reimbursement Arrangement (HRA) distribution upon bargaining unit approval. Commissioner Milton seconded. Motion was carried with a unanimous vote to authorize Chief Gillard to sign and implement the MOU regarding the Health Reimbursement Arrangement (HRA) distribution upon bargaining unit approval. Passed.

4. **Exempt Staff: Personal Leave**

Chief Gillard stated that an omission in the most recent individual employment agreements for exempt staff regarding personal leave was discovered. Chief Gillard reviewed personal leave accruals for exempt staff over the last 15 years verifying this was in fact an inadvertent omission.

Commissioner Uberuaga moved to approve the continuation of personal leave accrual for exempt staff due to an inadvertent omission from the individual employee agreements. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to approve the continuation of personal leave accrual for exempt staff due to an inadvertent omission from the individual employee agreements. Passed.

5. Request for Qualifications (RFQs)– Architecture and Engineering Services

Chief Gillard stated the department received letters of interest from nine firms for the Station 71 upstairs remodel. The RFQs were subsequently scored and the top three scoring firms were interviewed this past week. Chief Gillard provided a summary of the interviews. Chief Gillard stated the interview panel recommends the firms in short-list rank order of: 1) Coates Design, 2) DCI Engineers, and 3) Helix Design Group. Commissioner Ingalls noted Coates Design stated they are the architectural firms that serve on-call for the Central Kitsap and South Kitsap School Districts and thought perhaps this might be an idea for the District to consider in the future; DC Anderson concurred. The contract for services will include a design and cost estimate for a remodel of Station 72, a second-floor remodel at Station 71, as well as a feasibility study and design cost estimate of Station 72 and a fleet maintenance facility. Chief Gillard confirmed with the Board that based on analytics, Station 72 should remain where it is to best serve the Port Gamble area, even when accounting for growth in the area.

Commissioner Ellingson moved to approve the Architecture and Engineering Services RFQ ranking, directing Chief Gillard to enter into negotiations with Coates Design for a contract for services. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the Architecture and Engineering Services RFQ ranking, directing Chief Gillard to enter into negotiations with Coates Design for a contract for services. Passed.

6. Medic Unit Purchase

Chief Gillard reported he is not yet prepared to make a recommendation on a medic unit purchase.

Discussion Items:

- 1. Station 76:** Chief Gillard stated the project is progressing per the construction schedule. Crews are completing the stormwater system this week. Next week, crews will work on digging out for the footings. The District is currently working on obtaining a surety bond for the roadwork which will be a minimal cost. FD Strzalka is working with Chief Gillard to secure a surety bond agent. The Station 76 Committee has approved the layouts for the EMS supply room, kitchen, bathrooms, etc. for the new station. The committee will now begin to work with the contractor to order appliances per the outlined specifications.
- 2. Policy 2103 Leave Carryover:** Chief Gillard stated he believes that the policy which aims to avoid excess leave carryover is currently under review with the bargaining unit in draft format. Chief Gillard reported in reviewing employee annual leave calculations, FD Strzalka identified a discrepancy in how the District has calculated leave accrual – some accruals were based on the employee's first day of their year of service, whereas other employees' accruals were based on the date in which their year of service was completed. Chief Gillard and FD Strzalka confirmed any discrepancies would not be retroactive, but will be corrected going forward with the current contract. Additionally, clearer language will be included once a final agreement has been reached with the bargaining unit.

Informational Items:

- 1. Kitsap Emergency Medical Services (EMS) and Healthcare Status Update:** Chief Gillard summarized several leadership changes that have occurred at St. Michael Medical Center (SMMC). Chief Gillard reported that this past Monday, a state-wide phone issue affecting land lines occurred which affected all reporting and data systems of Virginia Mason Hospitals. An alternate phone number was given to crews for SMMC, with minimal disruption and phone lines were restored within about 24 hours. Chief Gillard reported that the second freestanding emergency department will open in East Bremerton in June. Commissioner Ellingson commented that the Kitsap County Fire Chiefs will be speaking to senators and representatives to address the need to reopen the Navy Hospital.

2. **Staffing/Hiring:** AS Robideaux reported two FF/EMT candidates are currently in the background process. The groundskeeper position closes on April 1, 2025 with interviews to be conducted shortly thereafter.
3. **Facilities:** DC Anderson reported that Facility Manager (FM) Pickard is working on a proposal for lowering the grade of the south entrance of Station 71, working on plans for the upstairs area of Station 71, and general maintenance at other stations. Commissioner Uberuaga suggested that once we get caught up with projects, that we could employ a preventative maintenance program to address facility needs ahead of any problems. DC Anderson confirmed that is something he is working to implement once current facility needs have been able to be addressed.
4. **Apparatus:** Chief Gillard stated Battalion 71 is nearing completion and should be able to be placed into service in the near future. DC Anderson stated he is looking into addressing Electric Vehicle (EV) fires to stay ahead of the need. He stated there is a blanket used to manage EV fires that weigh 100 lbs. that he is interested in adding to apparatus fleet. Commissioner Uberuaga mentioned he has heard of a new chemical used to manage EV fires. DC Anderson stated he is in conversation and consulting with Peninsula Fire regarding the new extinguishing agent.
5. **Financial Report (February):** FD Strzalka discussed the current financial report, stating everything is on track budget wise. FD Strzalka has sent the Emergency Management Assistance Compact (EMAC) packet to the military department requesting \$170,000.00. The Washington Health Care Authority, who provides Ground Emergency Medical Transportation (GEMT) payments has discovered an error in GEMT overpaying payments, therefore they are pausing payments until April until the error can be addressed.
6. **Overtime Report (February):** DC Anderson provided an update on the overtime report for February, noting that the total overtime for the month was \$46,870.00, in which \$8,339.00 were received in reimbursements. The majority of overtime has come from unplanned sick leave.
7. **Operations Report (February):** DC Anderson reported the department ran 353 calls in February, compared to 322 calls in February of the previous year. CARES ran 23 calls in February. The department received mutual aid on 36 calls and provided mutual aid on 30 calls.

Commissioner and Staff Comments:

Commissioner Uberuaga: Reminded the Board to file F-1 statements by April 15th.

Commissioner Ellingson: Central Kitsap Fire & Rescue (CKFR) has joined Bremerton Fire's bargaining unit. Station 51 Open House is scheduled for April 26th. Station 41 was originally planned as a remodel, but the CKFR Board of Fire Commissioners recently approved construction of a new construction station instead as the cost of a new station was only \$750,000 more than the cost of the remodel.

Commissioner Ingalls: Will be back in person for the next Board of Fire Commissioner's meeting.

D/C Anderson: Attended Lt. McCallister's Memorial Service from South Kitsap Fire & Rescue with Battalion Chief Becker and FF Holmberg which had a spectacular turnout. Appreciates the comments received from the response cards that AS Robideaux sends out to the staff and crews.

Public Comment: No public present.

Good of the order:

Next Regular Meeting **Wednesday, April 9, 2025 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, March 29, 2025 19:00 via Zoom™**

WFCA Spring Conference Series, **Saturday, April 5, 2025 Clearwater Resort at 09:00**

WFCA Region 9 Conference, **Saturday, April 12, 2025 at 08:00**

Adjourn: The regular meeting was adjourned by common consent at 5:04 p.m.

ATTEST:

Carissa Robideaux for Nichole Sawyers, Kitsap County Fire District #18 Board Secretary